



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Office Technician (T)  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$2510 – 3050 – Office Technician (T)

### **POSITION:**

Under the general supervision of the Staff Services Manager I, the Office Technician (T) independently performs a variety of the most difficult clerical duties for the [Business Services Unit](#).

### **DESCRIPTION OF ESSENTIAL DUTIES:**

- Performs mail/messenger duties; opens, sorts, and distributes to the correct Division/Board, Commission, or Authority, all U.S. Mail, Federal Express, United Parcel, interagency and intra-departmental mail; post and delivers all outgoing mail to the Post Office
- Inputs purchase order, work order, service order, printing request and contract information into the Access database for tracking purposes and updates the database when needed. Distributes and processes orders and requests to procure goods and services. Inputs purchase order and contract information into the DGS/SCPRS database.
- Prepares Stock Receive Report documents for incoming, supplies and printing requests.
- Responsible for ordering supplies for the Administration Division using the Cal-Card. Reconcile monthly Cal Card reports for all fiscal activity.
- Files miscellaneous documents; delivers paper and other supplies and equipment to the Treasurer's Office and the Boards, Commissions and Authorities.
- Coordinate, organize and record information regarding DGS charge cards for STO, Boards, Commissions and Authorities. Distribute, order and maintain DGS charge cards for STO and BCA's.
- Acts as Parking Coordinator for the STO and BCA's.
- **THIS POSITION REQUIRES THE ABILITY TO LIFT UP TO 50 LBS.**

**DESIRABLE QUALIFICATIONS:**

- Ability to work cooperatively with others.
- Ability to use IBM Computer and Microsoft products.
- Ability to work under pressure and handle multiple priorities.
- Ability to communicate effectively.
- Willingness to follow a prescribed routine.
- Good attendance, neatness and personal appearance
- Courtesy and tact.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Office Technician (T) may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

**Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-200-1139-002" next to the classification on your application/resume, i.e., Office Technician (T) (820-200-1139-002).**

**FINAL FILING DATE:**

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.